

SECRET

15 October 1970

MEMORANDUM FOR: DDS Projects Director

SUBJECT : Reports Inventory

REFERENCE : Memo, dated 28 August 1970 to
DDS Components, Subject: Improving
Federal Reporting and Reducing Related
Paperwork

1. Attached is the inventory of reports prepared by the Office of Security.

2. Costs shown other than the computer produced reports are direct costs and are based on the best estimates that could be derived. Every effort was made to follow the guidelines which accompanied reports inventory Form 142.

3. Only those reports considered under the present criteria are listed. No list was made on those reports excluded from the inventory.

4. A review of the summary shows an overall total of 128 reports costing an estimated \$167,179.98 requiring 20,698 hours and 13 minutes man-hours.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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5. If further information is required, please advise.



25X1

OS Inventory Officer

Attachment

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reports Inventory

FROM: OS Inventory Officer
 Room 506
 Magazine Building

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDS Projects Director

2.

3.

4.

5.

6.

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8.

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10.

11.

12.

13.

14.

15.

Completed